



University of  
NORTH ALABAMA  
FOUNDATION

**EXECUTIVE COMMITTEE**

**UNA FOUNDATION**

*Friday, March 15, 2019; 11:30 – 12:00 p.m.*

*The Guillot University Center – Banquet Hall D*

**AGENDA**

- I. Welcome ..... Harry Smith '64, *Chair*
- II. Review of Prior Meeting Minutes.....Harry Smith
- III. Review of Board Meeting Agenda .....Harry Smith
- IV. Committee Reports/Action Items .....Harry Smith

**MEMBERS**

*Harry Smith '64, Chair*

*Jeff Johnson '85*

*David Sunseri '98*

*Brad Botes '83*

*Ken Kitts*

*Rusty Trapp*

*Weldon Cole '60*

*Debbie Shaw '82*

*Debbie Shaw '82, Staff Liaison*

---

**ARTICLE V, Section 1**

*The Executive Committee may act on behalf of the Foundation on any matter when the Board of Directors is not in session, reporting to the Board of Directors for its ratification of their action at each regular or special meeting called for the purpose. Five members shall constitute a quorum for the transaction of business. Meetings may be called by the Chair of the Board or by a member. The Executive Committee shall have the Treasurer's accounts audited by a qualified independent certified public accounting firm at least once a year and report thereon to the Board of Directors. The University will make available the appropriate staff to assist the Executive Staff with its duties.*



University of  
NORTH ALABAMA  

---

FOUNDATION

**MINUTES  
EXECUTIVE COMMITTEE  
UNA FOUNDATION**

*Friday, November 16, 2018; 11:30 a.m.*

*The Guillot University Center – Banquet Hall C*

Present: Chair Harry Smith, Weldon Cole, Jeff Johnson, Ken Kitts, Brad Botes, Debbie Shaw, David Sunseri, Rusty Trapp, Will Trapp, Jason McNeal

Staff Liaison: Debbie Shaw

The meeting was called to order at 11:30 a.m. and a welcome was extended by Harry Smith, Chair. Chair Smith presented the minutes of the July 19, 2018 meeting for approval.

Dr. Sunseri made a motion that the minutes be approved as presented. Mr. Botes seconded and the motion carried unanimously.

Chair Smith reviewed the board meeting agenda and asked each committee chair to report any action items to go before the full Board of Directors at the upcoming meeting.

Weldon Cole, Chair of the Nominations Committee, reported the committee is looking for membership recommendations for new board members of diverse gender, race and geographic location. Chair Cole commended the committee on their great work in diversifying the board.

David Sunseri, Chair of the Budget, Finance and Audit Committee, reported that the committee voted to extend the current contract with CDPA auditors for an additional year. Chair Sunseri motioned that the contract be extended for the 2018-2019 fiscal year and the motion passed unanimously.

Rusty Trapp, Chair of the Investment Committee, reported that the Investment Committee met for an extra hour to discuss the investment policy change. The committee has met several times to discuss and Chair Trapp drew up the new policy for the investment manager. Chair Trapp shared the details of the policy in regards to alternatives. The sub-committee for the RFP has met and have a timeline for the process so that the policy can be approved at the March 2019 meeting. There is representation from faculty, staff and volunteers on the sub-committee. Chair Trapp explained the selection process for the RFP, clarifying that no firm that has a connection to a board member will be allowed to submit for selection. The policy remains unchanged since

the July meeting and all board members will receive a copy of the policy today. Discussion was held about the performance of Gerber Taylor during our contract with them. Chair Smith commended Chair Trapp on his work and coordination of this project. Chair Trapp made a motion to approve the Investment Policy. The motion passed with seven members in favor and one opposed.

Brad Botes, Chair of the Development Committee, reported that his committee is charged with identifying and cultivating new donors. They are focusing on growing the Derby Day event and encouraging out of town involvement by highlighting local events surrounding Derby Day so that attendees will stay for the entire weekend. The Derby Committee has an earlier start on solicitations this year, and Chair Botes encouraged all to attend.

Jason McNeal, Gonser Gerber Consultant, gave an overview of the data and trends he will share at the board meeting to help improve the efficiency of the Foundation Board.

Chair Smith complimented Dr. Shaw and her team for the wonderful Donors of Distinction event held the night before.

Items requesting a vote were approved to move forward to the Board of Directors at the board meeting.

The meeting adjourned at 12:07 p.m.

- |  |  |
|--|--|
| <b>I. CALL TO ORDER AND INVOCATION</b>             | Mr. Harry Smith '64, Chair   |
| A. Roll Call and Quorum Report                     | Dr. Debbie Shaw '82, Executive Director                                |
| B. Approval of Minutes - November 16, 2018         | Mr. Harry Smith  |
| <br><b>II. UNIVERSITY PRESIDENT'S UPDATE</b>       | <br>Dr. Ken Kitts, University President                                |
| <br><b>III. UNIVERSITY HIGHLIGHTS</b>              | <br>Dr. Tim Butler<br>Director, Steele Center for Professional Selling |
| <br><b>IV. FOUNDATION UPDATE</b>                   |  |
| A. Foundation Update                               | Dr. Debbie Shaw  |
| B. Financial & Budget Review                       | Ms. Gwen Patrick '83   |
| <br><b>V. COMMITTEE REPORTS</b>                    |  |
| <b>A. Executive Committee</b>                      | Mr. Harry Smith, Chair   |
| <b>B. Budget, Finance and Audit Committee</b>      | Dr. David Sunseri '98, Chair   |
| 1. Gift Acceptance Policy                          |  |
| 2. Financial Statements                            |  |
| <b>C. Investment Committee</b>                     | Mr. Rusty Trapp, Chair   |
| 1. Investment Management Firm Recommendation       |  |
| 2. Endowment Report                                |  |
| <b>D. Development Committee</b>                    | Mr. Brad Botes '83, Chair  |
| <b>E. Nominations Committee</b>                    | Mr. Weldon Cole '60, Chair   |
| 1. Voting on New Officers and Directors            |  |
| <br><b>VI. OLD BUSINESS</b>                        | <br>Mr. Harry Smith  |
| <br><b>VII. NEW BUSINESS</b>                       | <br>Mr. Harry Smith  |
| A. Results of Voting on New Officers and Directors |  |
| <br><b>VIII. ADJOURN</b>                           | <br>Mr. Harry Smith  |